



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.ci.bedford.tx.us](http://www.ci.bedford.tx.us) (817) 952-2100

Open: July 03, 2015  
Close: Until Filled

**JOB POSTING**  
**Municipal Court Clerk I**  
**Full Time**  
**Monthly Salary: \$2,676**

**JOB SUMMARY:**

Maintains all court records, assists customers via telephone and at the cashier window. Advises defendants of their rights regarding their citations.

**MINIMUM QUALIFICATIONS:**

- One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Desire Municipal Court experience and/or cashier/teller experience.
- Must possess a basic knowledge of common customer service concepts.
- Must possess a demonstrated ability to communicate clearly and accurately with a variety of persons.
- Must have strong organizational skills.
- Must have demonstrated skill to operate a 10-key calculator by touch.
- Keyboarding skills of 40 - 45 wpm.
- Must be bondable.

**SKILLS AND EXPERIENCE:**

- Desire Court Clerk certification.
- Working knowledge of use and application of computer software relevant to the position, i.e., Microsoft Word and Excel.
- Working knowledge of use and skill in operation of office equipment such as calculators, copiers, computer printers and fax machines.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Desire fluency in Spanish.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*